

Adminsoft Accounts Basic User Guide – Getting Started



Adminsoft Accounts User Guide

Getting Started (UK)

Written by Michael Towle

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Adminsoft Accounts Basic User Guide – Getting Started

Introduction

This guide is about getting you going with a handful of the most common things you'll be doing in the accounts system:

- Creating customer accounts.
- Entering sales invoices.
- Entering payments received.
- Allocating payments.

I have assumed you only have a little knowledge of bookkeeping, so I apologise to experienced users who may find these instructions a little long winded! But I have to try and make them understandable to all users regardless of their experience.

I will cover basic operations in the Sales Ledger. But the Purchase Ledger is much the same. Also, I'll base it on using the accounts system in Level 1 (see below). The operation is the same when using Level 2, it's just there's a lot more options available.

As there are two modes of operation for the software: Level 1: Basic Level and Level 2: Advanced Level. These are selectable in the accounts system background (the 'Background Menu', with the 'flow diagram' options, it used to be yellow, but in later versions it's blue with clouds). These are IMPORTANT. When you run the accounts system for the first time, it used to default to Level 1. Though v4.154 onwards defaults to Level 2. Level 1 displays a reduced number of menu options, and some of the forms are simplified. This is to make it easier to use for novice users. However, if you're an experienced bookkeeper, or you need to do things that the software doesn't seem to handle, then make sure the accounts system is set to Level 2.

There is SO much more you can do with this accounting system, these basic guides barely touch the surface. At the time of writing (May 2016) only the basic guides are available. But there is a book called 'Free Accounting with Free Software' written by Yogesh Patel that is an introduction to bookkeeping based on Adminsoft Accounts. This goes into rather more detail, but even this is far from complete. In addition are 'Help' buttons on most forms within the software. These can provide some valuable information. Each of these help screens has a section on the left in which you can type in your own notes.

A couple of things you should know before reading on. When I talk about 'input field' I am referring to an input box that you can normally type characters into. If it's 'greyed out' it means the background of the input field is grey, and you can't type into it. If it's pink, it either means it should have input, or the input it's got is not valid. Some screens will not let you save the data if any of the input is invalid. Also, to describe where you can find some menu options, I'll use a kind of shorthand. For example, to run the option to edit the format of customer address labels, click on 'Setup', then go to 'Sales Ledger', and then select 'Customer Address Labels'. To save time, I would write this instruction as 'Setup → Sales Ledger → Customer Address Labels'.

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Most of the greyed out input fields are now white, allowing you to type things into them. Some input fields, you'll notice, are pink. This means they *have* to have something typed into them, otherwise you will not be able to save the customer details. You can change which input fields are pink (mandatory) by the way, the option to do this is 'Setup → Sales Ledger → Change Defaults/Mandatory Input'.

First we need to enter an account code. This can be up to 8 characters, either numbers and/or letters. Many organisations have some sort of format they use for account codes. A common one is three letters followed by three numbers. For example, Adminsoft Ltd. could have the account code ADM001 assuming it's the first one using the letters ADM. Many organisations just use one letter, in which case you could have A001. Some don't use numbers at all, and so might end up with ADMIN. It's really up to you, what ever you feel must comfortable with. The important thing is that it must be unique. No other account can use the same account code. If you do enter a code that's already in use, the software will tell you. The code will always be in upper case, by the way.

After entering the account code, type in the customers name, and postal address if known. The telephone and fax input fields will accept letters as well as numbers, so for example, you can use a letter such as 'x' to indicate part of a number is an extension.

The 'Country' input field will already be filled in with your country. If the customer is foreign, you can enter the country code, or click on the find button to the right of the input field if you do not know it. The country codes used are based on the ISO3166-3 standard, so they are always three letters.

You can type in other information if you wish. Some things, like web URL's, email addresses are

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validated as you type them in.

If the 'Save' button is greyed out (ie. can not be clicked), it means the form has not been completed. There are one or more input fields that are waiting for valid information to be typed in. When the 'Save' button is enabled, you can click on it to save the account, and then go on to enter transactions. If you do not need to enter transactions right away, you can simply click on the 'OK' button. This will save the account details (if necessary), and exit the customer details form.

If you get part way through entering account details, and for some reason decide you don't want to continue, click on the 'Clear' button at the bottom of the form. This will clear all the input on the form. So you can start again, or click on 'OK' to exit.

When customer details have been entered, and the account saved, the form should look like this:

I typed 'unknown' into the 'Post Code' and 'Tel.' input fields. One important thing on this form that I have left alone is the credit terms. I have left it set to 'No credit'. That means it's a cash account. When ever you enter a sales invoice into this account, it will then ask if you want to enter the payment details for it, as it assumes the goods/service were paid for on delivery. Of course, many accounts are 'credit' accounts, and invoices are paid for at a later date. When you enter a sales invoice, the payment due date will be automatically calculated based on the credit terms.

The options for 'Credit Terms' are this:

No credit

Means this is a cash account, as discussed above.

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Days from invoice date

This will allow you to set the number of days, and enter a 'Credit Limit'. Typical would be 30 days from invoice date. So if the tax of an invoice was 12th January, the payment due date would be calculated as 11th February. Note, it's based on the number of days, and not the length of the calendar month.

Days from end of month

This will allow you to set the number of days, and enter a 'Credit Limit'. If you entered 0 in the 'Credit Period' input field, then the payment would be due at the end of the month. If you entered 10, for example, then payment would be due on the 10th of the subsequent month. In that example, an invoice with a tax date of 12th January, would be due for payment on 10th February.

Months from end of month

This will allow you to set the number of *months*, and enter a 'Credit Limit'. This option is usually used when you require payment on or before the end of a calendar month. So if you entered 1 into the 'Credit Period', then an invoice with a tax date of say 15th February for example, would be due on 31st March. If you'd entered a 2, it would be due 30th April. This option can also be used where very long periods of credit are offered. The maximum credit period is 999 months, which is over 80 years!

When running in Level 1, the payment due date is fixed in the invoice, as calculated by the above. But when running in Level 2, you can edit the calculated date.

The 'Credit Terms' are on a page on the form called 'Financial & Credit Terms'. We call that a 'tab'. In Level 1, there are three other tabs in this form: 'Transactions: Current', 'Transactions: History', and 'Notes' (in Level 2 there's eleven). Clicking on any of these tabs changes the page and displays some different information. Clicking on the 'Transactions: Current' tab will display a list of current transactions. These are transactions with an outstanding balance. We can view details of transactions from there, we can also create new transactions from there. This leads us onto the next section below, entering sales invoices.

If you need to delete an account, by the way, there is a 'Delete' button at the bottom of the account details form. However, if there have been any transactions on the account, it can not be deleted.

One last thing about the customer details form, in Level 1, the 'Show Full Details' button in the top right hand corner will redisplay the customer details form in its Level 2 version. You will see far more information and far more options in Level 2.

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Entering Sales Invoices

There are three places the option for creating sales invoices can be started from. One is in the background 'flow diagram', click on 'Invoice Customer'. The other is in the 'Sales Ledger' menu, in the 'New Transactions' section click on 'New Invoice'. The third place is via the customer account details, click on 'Sales Ledger' on the top menu bar, and then select 'Customer Details'. Locate the customer, either by typing in the customer code, or by clicking the 'Find' button, then Click the 'Transactions: Current' tab, and then click the 'Create Invoice' button.

If you select the invoice option from the background button, or the option in the Sales Ledger menu, you'll have to locate the customer account from the invoice itself. Simply enter the account code, or click on the 'Find' button. If you select the invoice option from customer details, then the customers account will already be selected.

Sales Ledger - Invoice (Basic)

Customer Account ADM001 Find Adminsoft Ltd. INVOICE New

Line	Quantity	Stock Code or Description of Item/Service	S/A	VAT	Each	Amount	Line
1	0.00	F					Ins Del
2		F					Ins Del
3		F					Ins Del
4		F					Ins Del
5		F					Ins Del
6		F					Ins Del
7		F					Ins Del
8		F					Ins Del
9		F					Ins Del
10		F					Ins Del
11		F					Ins Del
12		F					Ins Del

SCROLL

Description / Job Tax Date 04/05/2016

Print Delivery Note Print & Post Invoice Print Print

Disc 0.00%	0.00	Disc
Sub Total	0.00	Tax Calc
Total VAT	0.00	Analysis
Total Value	0.00	

The amount is automatically calculated from the quantity and unit price.

Help New Edit Delete Cancel OK

First thing is to enter the quantity of what ever it is you're selling. The cursor will probably already be in line 1 of the 'Quantity' column, if it isn't, you'll have to click in there. One thing to note, when clicking into an input field, always click into the far left hand side it (unless you're editing a string of characters). If you don't, then in a number field you may be very limited to the size of the number you can enter.

Once you've entered the quantity, you need to describe the goods or services in the 'Stock Code or Description of Item/Service' column. If the item is a stock item, ie. you have already created it in Stock Control, you can enter the stock code, or click on the 'F' button to locate it.

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If it's a stock item, most, if not all, of the rest of the line will be filled in for you. If it's not a stock item, just type in the description of what it is. The next column is 'S/A', this is short for Sales Analysis. You need to enter the Sales Analysis code for this item/service in here, if you don't know, leave the column blank, and a list of available Sales Analysis codes will appear, allowing you to select one. When entering supplier invoices, there's a similar column titled 'P/A', which is 'Purchase Analysis'.

The next column is 'Tax', or it may say 'VAT', depending on your country. Enter the tax code, if you don't know, again, leave this column blank, and list will appear allowing you to select a code. If you told the accounts system that you're not registered for Sales Tax/VAT, then this column will not appear in your system.

The next column is 'Each'. This is the price for each individual item. What ever number you enter in here will be multiplied by the 'Quantity', and the result will appear in the 'Amount' column. The invoice will automatically add up the amounts on each line and maintain a total, total Sales Tax/VAT (if applicable), and a total value of the invoice.

To add another item simply press the Enter or Tab key on your keyboard to go into the 'Quantity' column on the next line. Or, you can click into there.

If you want to type in a message to your customer that will appear in the body of the invoice, leave the 'Quantity' as 0.00, and click in the 'Stock Code or Description of Item/Service' column. Start typing your message. Note, you are limited to a maximum of 65 characters. In practice, I wouldn't use more than about 40, otherwise when you print the invoice, the end characters could be missing. It depends on the type of invoice layout you are using, but a printed invoice by default is limited to around 40 characters.

Down the right hand side of the invoice, you'll have noticed lots of little buttons marked 'Ins' and 'Del'. These are short for 'Insert' and 'Delete' respectively. They allow you to insert blank lines, or delete lines (blank or otherwise).

You can enter up to 999 lines in an invoice. In practice it's unlikely you'll ever create an invoice that long! To scroll the invoice, click the large blue up and down arrows on the left hand side.

'Description / Job' in the bottom left hand corner is for you to enter a brief description of the invoice. This description is often displayed when invoices are listed, and so the more meaningful it is, the better. But you are limited to 20 characters, and not all of these may be displayed if space is at a premium.

'Tax Date' is the same as the invoice date, as far as this system is concerned. That's also true in most countries, although not all.

You can enter an overall discount for an invoice by clicking the 'Disc' button on the lower right hand side. A small form will appear:

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Sales Ledger - Enter Discount Required

Discount Rate	0.0000
Discount Amount	0.00
Invoice Sub Total	500.00

Cancel OK

You can enter something into anyone of the three input fields, and the other will be calculated accordingly. For example, if I entered 10.00 into the 'Discount Rate' (as in 10%), the 'Discount Amount' would be 50.00 and the 'Invoice Sub Total' would be 450.00. If I entered 75.00 into the 'Discount Amount', the 'Discount Rate' would be automatically calculated as 15.00, and the 'Invoice Sub Total' would be 425.00. Click on the 'OK' button when done, and the figures will be plugged into the invoice. In my example, the invoice would now look like this:

Sales Ledger - Invoice (Basic)

Customer Account ADM001 **Adminsoft Ltd.** **INVOICE New**

Line	Quantity	Stock Code or Description of Item/Service	S/A	VAT	Each	Amount	Line	
1	5.00	F Some test items	MISC	1	100.0000	500.00	Ins Del	
2		F					Ins Del	
3		F					Ins Del	
4		F					Ins Del	
5		F					Ins Del	
6		F					Ins Del	
7		F					Ins Del	
8		F					Ins Del	
9		F					Ins Del	
10		F					Ins Del	
11		F					Ins Del	
12		F					Ins Del	
						Disc 15.00%	75.00	Disc
						Sub Total	425.00	Tax Calc
						Total VAT	85.00	Analysis
						Total Value	510.00	

Description / Job Test items
Tax Date 04/05/2016

Print Delivery Note Print & Post Invoice
Print Print

A number is not provided until the invoice has been posted to the customers account.

Help New Edit Delete Cancel OK

The 'Tax Calc' button is a Sales Tax/VAT calculator. It displays the following form:

Value Added Tax Calculator

Amount	0.00	(excluding tax)
VAT Code		
VAT Amount	0.00	%
Total	0.00	(including tax)

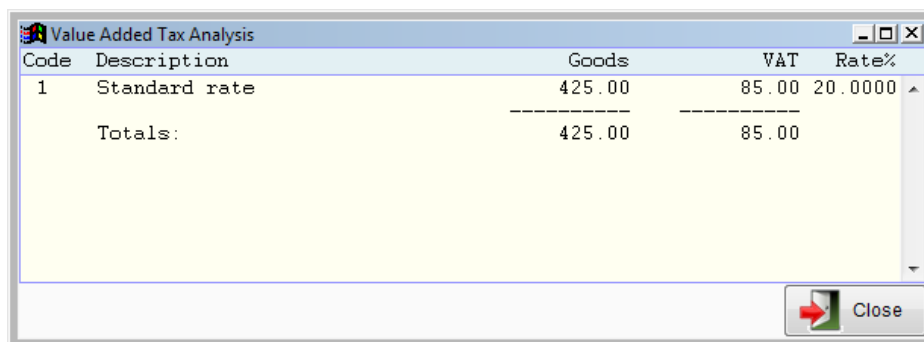
Enter the tax code and either the amount excluding tax, or the total amount including tax, and then press the Tab or Enter key on your keyboard.

OK

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Here you have to enter the Sales Tax/VAT code, but you can enter either the 'Amount' or 'Total', and the other input field will be automatically calculated. Unlike the discount calculator however, this is just a calculator. Clicking on the 'OK' button exits the form, but it does NOT plug any values into the invoice.

The 'Analysis' button displays a breakdown of the Sales Tax/VAT that's been applied to the invoice (this button is not in Level 2, as the analysis is provided in the 'Details' tab). As the example of the analysis is shown below:



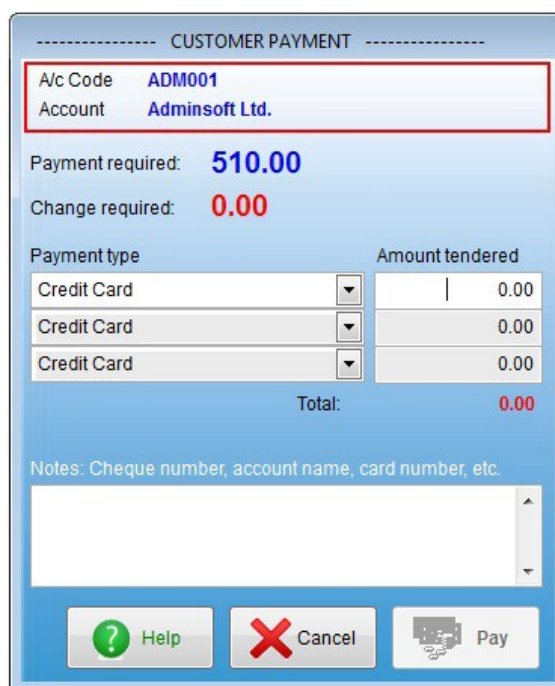
A screenshot of a 'Value Added Tax Analysis' window. It contains a table with columns: Code, Description, Goods, VAT, and Rate%. The table shows a single entry for 'Standard rate' with a Goods value of 425.00 and a VAT value of 85.00 at a rate of 20.0000. A 'Totals' row is also present, showing the same values. A 'Close' button is at the bottom right.

Code	Description	Goods	VAT	Rate%
1	Standard rate	425.00	85.00	20.0000
Totals:		425.00	85.00	

If your organisation is not registered for Sales Tax/VAT, this option will not appear.

When you have finished entering the invoice details, you can click on the 'Print Delivery Note' button, if a delivery note is required (this can always be printed later if necessary). Click on the 'Print & Post Invoice' button to print the invoice, and post it to the customers account. If you want to post the invoice to the customers account, but you do not want to print it, click the 'OK' button.

If the customer is a cash customer, the system will now ask for the payment details. The following form appears:



A screenshot of a 'CUSTOMER PAYMENT' form. It displays account information (A/c Code: ADM001, Account: Adminsoft Ltd.), payment required (510.00), and change required (0.00). There are three rows for payment type (all set to 'Credit Card') and amount tendered (all set to 0.00). The total is 0.00. A notes field is at the bottom, and there are buttons for Help, Cancel, and Pay.

Payment type	Amount tendered
Credit Card	0.00
Credit Card	0.00
Credit Card	0.00

Total: 0.00

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You need to select the 'Payment Type' and enter the amount paid. Up to three payment types can be selected. So for example, you could have a customer paying partly on credit card and partly by cash. Click the 'Pay' button when done. The total amount entered must match or exceed the 'Payment required'.

If you do not want to enter a payment at this time (you can enter payments at any time), click on the 'Cancel' button. This will cancel the request for payment information, not the invoice itself. The invoice will sit in the customers account as outstanding. So it will appear in the customers list of current transactions, and the debtors report.

Entering Payments Received

There are three places the option for entering payments received can be selected. One is in the background 'flow diagram', click on 'Payment from Customer'. The other is in the 'Sales Ledger' menu, in the 'New Transactions' section click on 'Payment Received'. The third place is via the customer account details, click on 'Sales Ledger' on the top menu bar, and then select 'Customer Details'. Locate the customer, either by typing in the customer code, or by clicking the 'Find' button, then Click the 'Transactions: Current' tab, and then click the 'Payment Received' button.

If you selected the payment received option from the background button, or the option in the Sales Ledger menu, you'll have to locate the customer account from the payment received option itself. Simply enter the account code, or click on the 'Find' button. If you select the payment received option from customer details, then the customers account will already be selected.

The screenshot shows a software window titled "Sales Ledger - Payment Received". It features several input fields and buttons. On the left, there are fields for "A/c Code" (containing "ADM001"), "Customer" (containing "Adminsoft Ltd."), "Date Received" (containing "05/05/2016" and "Thursday"), "Payment Type" (containing "Required"), "Currency" (containing "GBP" and "Pound"), "Cheque No or Ref.", and "Amount Received" (containing "0.00" and "GBP"). To the right of these fields is a "Notes (if any):" section. Below the notes section, there are fields for "Posted by" (containing "MT") and "Posted on" (containing "05/05/2016"), and a "Posting Ref" field (containing "n/a"). At the bottom of the window, there is a row of buttons: "Help" (with a question mark icon), "Print Receipt" (with a printer icon), "Print" (with a dropdown arrow), "Edit" (with a pencil icon), "Delete" (with a trash can icon), "Cancel" (with a red X icon), and "OK" (with a checkmark icon).

Above is the 'Payment Received' form. The 'Date Received' is of course the date you actually received the payment. The 'Payment Type' refers to the type of payment. It might be cash, bank transfer, credit card, etc. Each payment type is coded, and you can either type in the code if you know it, if not, click on the find button (to the right hand side of the input field) and select the payment type from the list (you can add/remove payment types in this list by clicking on the 'Setup' button at the bottom of the list). The 'Currency' always defaults to the ledger currency (automatically selected from the country you selected when you setup this company/organisation during installation). The currency code is based on the ISO4217 standard, which is the internationally recognised three letter code. However, when the software is installed, only one currency is setup by default, and that's the ledger currency. So if you need to work with other

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currencies, you'll need to set them up first. The input field 'Cheque No or Ref' can contain anything you like. When transactions are listed, this will appear on the payment line, to help you identify the payment. Then of course is 'Amount Received', which is exactly that. Well, kind of....

Some payment types such as PayPal, take a commission out of the payment before they credit your account. A payment type for PayPal is created on installation, but the commission is not setup as this can differ from country to country, and also depending on your PayPal account. Frequent users get a better rate than occasional users. It's important to get your payment methods setup prior to entering payments.

If you use something like PayPal, enter the amount your customer sent to you in the 'Amount Received' input field. You need to do this, otherwise the customers account will not balance. If you've setup the payment types, then the commission will be taken and posted to the relevant N/L accounts automatically.

Finally, you can enter whatever you like in 'Notes'. This might be an authorisation code if the payment was by credit card, or a transaction number if by PayPal or some similar payment method. You can just leave it blank if you wish.

When done, click the 'OK' button, and the payment will be posted to the customers account. If the 'OK' button is greyed out, and you can not click it, it means there is an issue with your input. An input field that requires some input may be blank, or may contain something invalid.

When a payment received is posted to the customers account, it will ask you if you want to 'Allocate this payment now?'. If you click 'No', the payment will sit in the customers account as outstanding. If you click 'Yes' a list of outstanding transactions will appear, allowing you to allocate the payment to one or more of them.

Allocating Payments

When any transaction is entered into the system, if it's not allocated to another transaction at the time, it will sit in the customers account as outstanding. You will see it in the list of current transactions. Even if the account has an invoice for 100.00 and a payment for 100.00 it will not automatically tie up the two. They will both sit in the account as outstanding.

In the image below, we have an invoice for 510.00 and a payment received of 200.00. Note the payment is shown as a negative number. This is because if you add up all the outstanding balances of each transaction, the result is the total amount outstanding on the account. This image also has 'WARNING: Credit terms exceeded!' displayed. This can happen if an invoice is outstanding beyond the payment due date, or the account is over credit limit. In this case, it's a cash account, and so to have any invoices outstanding means it's exceeded it's credit terms.

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Sales Ledger - Customer Account Details (Basic)

A/c Code: ADM001

Customer: Adminsoft Ltd.

Invoice Address: 100 Some Street
Some Place
Some City

Post Code: UNKNOWN Country: GBR

Status: Account OK ☐ Archive Account

Tel: unknown Fax:

Created On: 04/05/2016 By: MT Updated On: 04/05/2016 By: MT

Web: www.adminsoftware.biz

Email: accounts@adminsoftware.biz (their accounts department)

WARNING: Credit terms exceeded!

Financial & Credit Terms **Transactions: Current** **Transactions: History** **Notes**

Date	Type	Ref	Description/Job	Value	Ostdg
05/05/2016	Payment Rcvd	CARD	Test payment	-200.00	-200.00
04/05/2016	Invoice	5	Test items	510.00	510.00

Customer account details.

In the example above, we don't really need the payment sat in there as a current transaction. So we need to allocate it to the invoice. To do this, single right click on the payment, the 'Allocation' button on the right hand side should no longer be greyed out, click it. The following form will appear:

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Sales Ledger - Allocate Transaction

Customer
A/c Code: **ADM001**
Name: **Adminsoft Ltd.**

Date of Allocation: **05/05/2016**

Transaction
Type: **Payment Rcvd** Date: **05/05/2016** Original Value: **-200.00** Remaining unalltd: **-200.00**
Reference: **CARD** Posted By: **MT** Unallocated: **-200.00**

Allocate to:

Date	Type	Ref	Description or Job	Value	Ostdg	Allocation
04/05/16	Invoice	5	Test items	510.00	510.00	

The 'Automatically Allocate' button will allocate the maximum possible to each transaction, starting with the oldest. It will not save until you click on the 'Post Allocation/s' button.
Left click on a transaction to allocate the maximum amount possible to it, or to zeroise a previously allocated amount. Right click to manually enter an amount.

You'll notice the payment transaction is at the top of the form, and the outstanding invoice is listed in the 'Allocate to' list. If there was more than one outstanding invoice, they'd all be listed here.

Now there are three ways to allocate the payment to the invoice/s. One is to click the 'Automatically Allocate' button. That will allocate the payment to the outstanding invoices, starting with the oldest invoice first. This option is used most often, as it's quick, and it's what most bookkeepers want to do anyway. However, life isn't always so simple! If you wanted to allocate the payment to a specific invoice that is not the oldest, single left click on the invoice. All of the payment will then be allocated to that invoice, if the invoice has a large enough amount outstanding. If not, it'll allocate as much as it can, and leave a balance that you can allocate to another invoice, or just leave outstanding. If you wanted to allocate just part of the payment to a specific invoice, it can do that to. Do a single *right* click on the invoice, and a small form will pop up asking you how much of the payment you want to allocate, as below:

Specify Amount to Allocate

Date: **04/05/20**
Type: **Invoice**
Ref/Description: **5 Test items**
Original Value: **510.00**
Outstanding: **510.00**
Current Allocation: **0.00**
New Allocation: **0.00**

Enter the amount of the payment you wish to allocate to this invoice in the 'New Allocation' input

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field, then click the 'OK' button.

When you have done allocating, click the 'Post Allocations' button at the bottom of the form. This will allocate the payment to the one (in our case) invoice. The payment transaction will then go into the customers 'Transactions History' list, but the invoice will remain in current, but now it will only have 310.00 outstanding, instead of 510.00 as before. Should another payment be received later, that can be allocated to the invoice in exactly the same way. There is no limit to the number of allocations you can make.

Note, Credit Notes are treated the same way as payments, and can be allocated to invoices in exactly the same way.

If you make an error in allocating a transaction, you can clear the allocation and do it again. In the customer account details, click on the 'Transactions: History' tab, then click on one of the transactions that have been wrongly allocated, click the 'View Allocation' button on the right hand side. This will display a form showing the transactions the transaction you selected is allocated to. See the example below:

Sales Ledger - Transaction Allocation List					
Customer					
A/c Code	ADM001				
Name	Adminsoft Ltd.				
Transaction					
Type	Payment Rcvd	Date	05/05/2016	Original Value	-200.00
Reference	CARD	Posted By	MT	Outstanding	0.00
Allocation details					
Date	Type	Ref	Description/Job	Value	Allocated
04/05/16	Invoice	5	Test items	510.00	-200.00

Allocated on 05/05/16

Help Unallocate All Above Transactions View Transaction Details Allocate Outstanding Amount OK

Click on the 'Unallocate All Above Transactions' button to unallocate all the transactions involved. They will then all move out of the customers transaction history list and back in current transactions.

End of document